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20 August 1954

MEMORANDUM FOR THE RECORD

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SUBJECT: Administrative Burdens Survey

1. This morning Messrs. [REDACTED] and I discussed at considerable length the various possible approaches to the satisfactory execution of the requirements for which the special task force is responsible.

2. The following course of action was mutually agreed upon:

a. A task force group would continue the broad approach of questioning divisional and branch officers so as to collect a mass of impressions and so as to get further indications of the management areas creating the broadest or severest problems. FE Division comments already are completed. It is expected that, as a minimum, EE, SR, and IO also will be covered and that two months will be necessary.

b. At the completion of item a above, a report will be written covering an assessment of the situation and detailing the items causing the greatest administrative handicaps to the Clandestine Services. This will be merely a survey summary and will carry no recommendations for correction or alleviation of the conditions pointed up.

c. Concurrent with the execution of items a and b above, a second group of more senior individuals will be put to studying a limited number of specific problems with a viewpoint of making procedural and organizational recommendations for the correction of unsatisfactory situations discovered in the course of a and b.

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The following two functional studies will be undertaken immediately:

(1) A study of a substitute for the present unworkable T/O system. (This report will be tied in also with the Manpower Reports.)

(2) A study of PP and PM project processing procedures including PPC, PAPS, PRC, and Commercial Division relationships.

d. Also concurrently, and at specific DD/P request, a group will study and evaluate the degree of proper training received by the Clandestine Services personnel.

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e. [REDACTED] will review the memorandum of 2 June 1954 from [REDACTED] to DD/P in which the Administrative Burden task force requirements were detailed and will determine, in light of the decisions reached this morning, what changes, if any, it will be necessary to document.

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